



# Address Request Form

You **MUST** answer all numbered questions (see instructions). Bring or mail to: Manistee County Planning Department, 415 Third Street -- Courthouse, Manistee, Michigan 49660-1606. (231) 723-6041 FAX (231) 723-1718 (set on fine resolution)

\*\*\*SEE INSTRUCTIONS ON OTHER SIDE OF THIS PAGE\*\*\*

Received: \_\_\_\_\_

1. Tax parcel Number (found on your tax bill) 51-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ or attach legal description ( legal description is required if land has been split).

2. Circle one: HOME \* MOBILE HOME \* APARTMENTS \* COMMERCIAL \* INDUSTRIAL \* OIL/GAS WELL \* OTHER \_\_\_\_\_

_____	name
_____	address
_____	city, state, zip

3. Fill in box, left, with current mailing address where this form is to be returned.

4. Check one: ☐ Already Exists  
☐ New (date this will be done \_\_\_\_\_)  
☐ other (specify) \_\_\_\_\_

**\*\*NOTE: IF NO CONSTRUCTION HAS STARTED 6-12 MONTHS FROM DATE ADDRESS NUMBER IS ISSUED THE ADDRESS WILL BE REVOKED.\*\***

5. Township Property is in? \_\_\_\_\_; Section # \_\_\_\_\_; Lot # & subdivision name: \_\_\_\_\_

6. Zoning Permit Attached ☐ or Administrator's Signature: \_\_\_\_\_

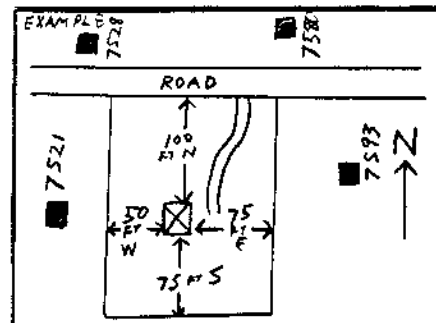
7. Health Permit Attached ☐ or Sanitarian's Signature: \_\_\_\_\_

8. What is the Road name the building/meter pole is to be addressed on? \_\_\_\_\_

9. Exact distance building/meter pole to the property line (please circle which is road frontage). \*See example\*

North \_\_\_\_\_ feet; South \_\_\_\_\_ feet; West \_\_\_\_\_ feet; East \_\_\_\_\_ feet; Parcel size \_\_\_\_\_

10. Please provide a scale drawing, below, of property showing (1) property lines, (2) the road, (3) location of neighbor's building (on both sides and across road, if applicable), (4) the location of your building to be addressed on your property and (5) an arrow indicating north.



Optional : Your Phone Number  
( ) \_\_\_\_\_ (Day time)

Utilities and Services for the area:

Post Office: \_\_\_\_\_

Fire Dept: \_\_\_\_\_

Electric Co.: \_\_\_\_\_

Phone Co.: \_\_\_\_\_

Other: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Your Address has two parts: An Address Number: \_\_\_\_\_ Road Name: \_\_\_\_\_

Your Address Is: \_\_\_\_\_

Date: \_\_\_\_\_ Signed \_\_\_\_\_ Only with this line properly signed are copies of this form sufficient evidence an address is issued and a construction code permit may be issued pursuant to the County Address Ordinance, Section 5.10(A), and for start up of service by utility company pursuant to Section 5.02 of the Ordinance. NOTE It is your (the Owner's) responsibility to use copies of this form to notify others of your address, including the building inspector, utilities, post office, drivers license, insurance and other records.

MSAG: Po P F E M Ph ESN

Returned for: \_\_\_\_\_

# Please Read All Information Before Filling Out Address Request Form

(It is best to get an address no more than two months prior to starting construction.)

## Instructions:

1. Must have the current tax parcel ID number. Please note if this is a recent division or split of land, provide legal description and parent tax parcel ID number.
2. Please circle which type of construction is to be done.
3. Please fill in box with your current mailing address or where the completed address form is to be mailed to.
4. Is this an existing building, new construction, or other?

.....	name
.....	address
.....	city, state, zip

5. Please fill in the township section number where parcel to be addressed is located and/or lot number and subdivision name.
6. **YOU MUST** attach a copy of your zoning permit or have the township zoning administrator sign this form. (Only exceptions are where zoning does not exist or have jurisdiction.)
7. **YOU MUST** attach a copy of health permit for well and septic or an affidavit stating there will be no well or septic on the property. (E.G. it is not home, commercial, or industrial building.)

(Before you can get an address for a building, you must show that a zoning permit (if your township or village has zoning) and a health permit for a septic system was obtained first. It is very important that we do not have an address issued for a building which ends up never being built. Local zoning, or septic are the two most likely reasons why a new building would be stopped. Thus those two permits are required before an address is issued. This system also insures compliance with local zoning and health codes. It is intentionally set up this way.)

8. Please fill in the road you want to be addressed to (driveway access).
9. **MUST** have **exact** distance from the building (or meter post) to each of the property lines. Please indicate which of the four measurements is to the road side of the property. If this is an irregular shaped property and/or does not lie on a main road please include an explanation of this.
10. Draw a map of your property and the neighbors. It must show (1) property lines, (2) road, (3) location of the neighbor's buildings on both sides and across the road, if there are neighbors, (4) location and distances of your proposed building (or meter post) to be addressed and (5) indicate which direction is north

## BEFORE RETURNING APPLICATION PLEASE CHECK TO INSURE YOU HAVE INCLUDED THE FOLLOWING

1. You have the proper permits or signatures required (e.g. zoning and health).
2. Did you answer all numbered questions?

3. Please verify that all measurements are correct. This is very important. If incorrect, your form will be returned for accurate measurements.

## Why an address?

Your address is used so others can find your home, business, or facility. It is very important for emergency vehicles. The address is how police, ambulance drivers and fire men find your location in an emergency. Addresses are also an integral part of the needed information an emergency service dispatcher needs.

## Address needed before building permit, utility hook up.

Copies of a completed address form must be given to the state construction code inspector, electric company, phone company, etc.

before they will start service. It must be in writing. Address are not given out orally, over the phone, nor should they be accepted by a utility other than with a copy of this form. When an address is issued the county gives you a number of copies, so you have extras to give to them.

## There is no charge; it may take a few days.

Usually it takes 5 to 15 minutes to figure out and issue an address (it is a mathematical formula based on location; that is why it is important to have distances from the building to the property lines, location of the property and to show neighbors on the address form). However if the person(s) who issues addresses is not available (they have many other duties also) one will have to wait for their return. It is best to save a trip, and do

it by mail. Be sure to provide as much as you can on location of the property and location within your property.

## Display your address!

Once you have your address, put the numbers up. County ordinance requires address numbers are displayed on the building, 3 inch numbers or larger, visible from the road: on both sides of your mail box in large enough numbers so they are visible to traffic coming from both directions (take care so the mailbox flag does not cover the numbers); on a sign or post by the road if you do not have a mail box at the foot of your driveway or if the numbers on the building can not be seen from the road.